# VPO Site Director Training

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VPO Technical Support

Updated 4/7/2003

# Why are you here?

- You are here because you have been given a privilege -- the single most important task as the “gate keeper” of your organization’s VPO Site.

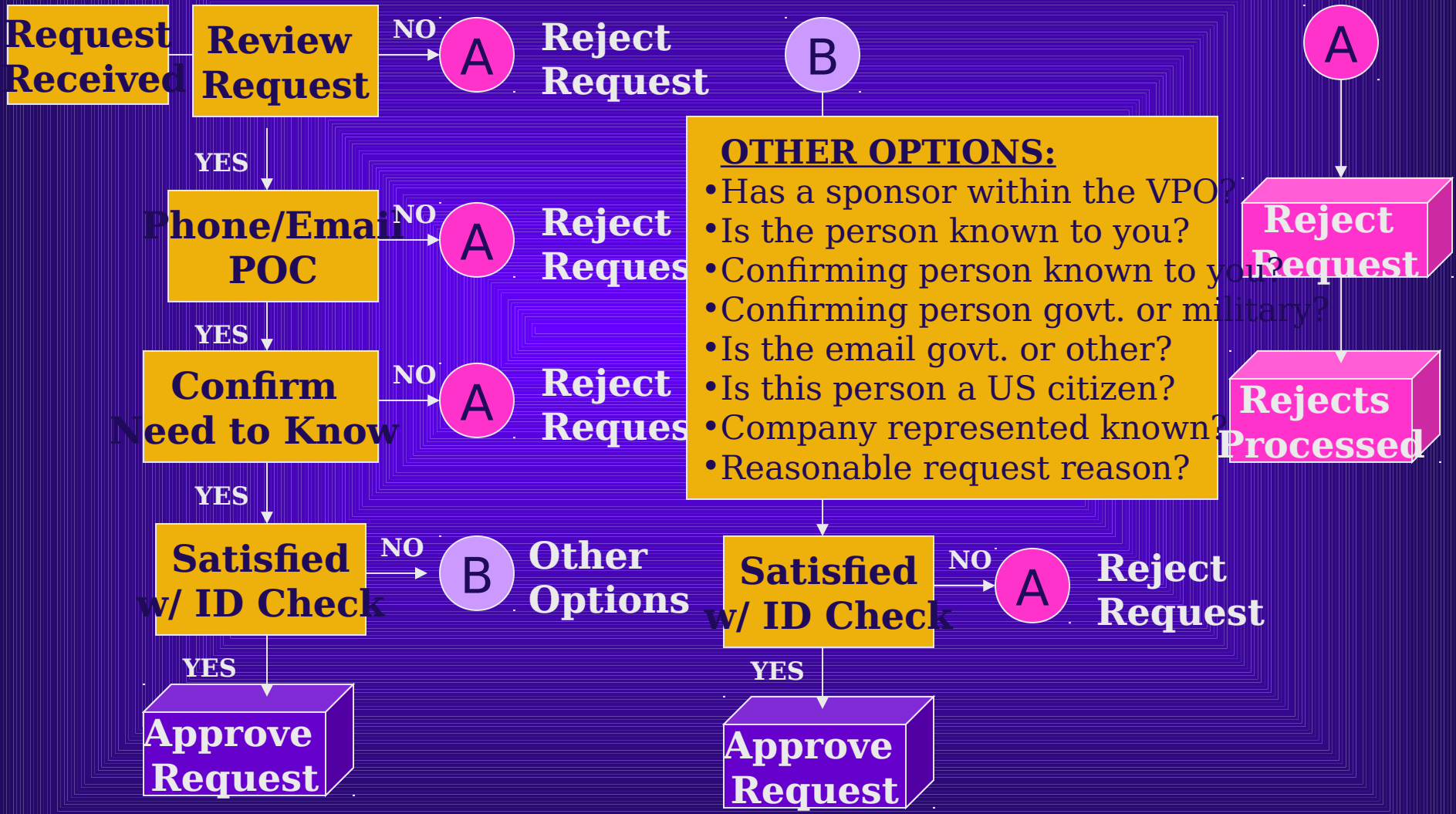
# Your Responsibilities as a Director

- MUST be a US Govt. person (Civil, Military)
- Final Authority for granting access to the VPO site.
- Authority in changing or removing access to the VPO site.
- Focal Point for annual VPO Validation

# Director Needs to Understand

- Your site’s business process for approving new Users.
- Understanding Access levels and their application with granting user access.

# Registrar Decision Tree



# VPO Registration Screen

## Request for Afloat PKI-CAC Project Registration Site Access

Help

Submit Cancel

(Items with * are required)

| | |
|---|---|
| Submitted | 03/26/2003 10:53 AM PST |
| Full Name | Kelly P. Hicks |
| Display Name | Kelly Hicks |
| Web Login | kellyhicks |
| Phone Number | 858 826-2902 |
| Email | signalhill@hotmail.com |
| US Citizen? | Yes |
| Corporate Relationship | Other |
| Organization | SAIC |
| Who can confirm your need for access? * | Marilyne Ayers |
| What is his/her phone number? * | 858 826-2902 |
| What is his/her email address? | ayersma@saic.com |

Reason for requesting access to this site:

I have been tasked with creating a User Guide for the Afloat PKI-CAC Project. Please grant access. -- Kelly Hicks

**Group(s) To Join:**

☑ Afloat PKI-CAC Project ☐ Limited ☐ User ☐ Manager

○ **Disapprove**

Registration Screen Top Portion

# VPO Registration Screen

Allow Limited Users to see this entry in the phone list
Registrar Notes: (will NOT be seen by the user)
Comments to User: (will be emailed to the user)
Submit | Cancel
[ Top | Home ]
Registration Screen
BottomPortion

**See Pending Registration Section**

# Registration Process

- Your VPO Site should have a process for authenticating requests to access your VPO
- Questions addressed when building your site's business process:

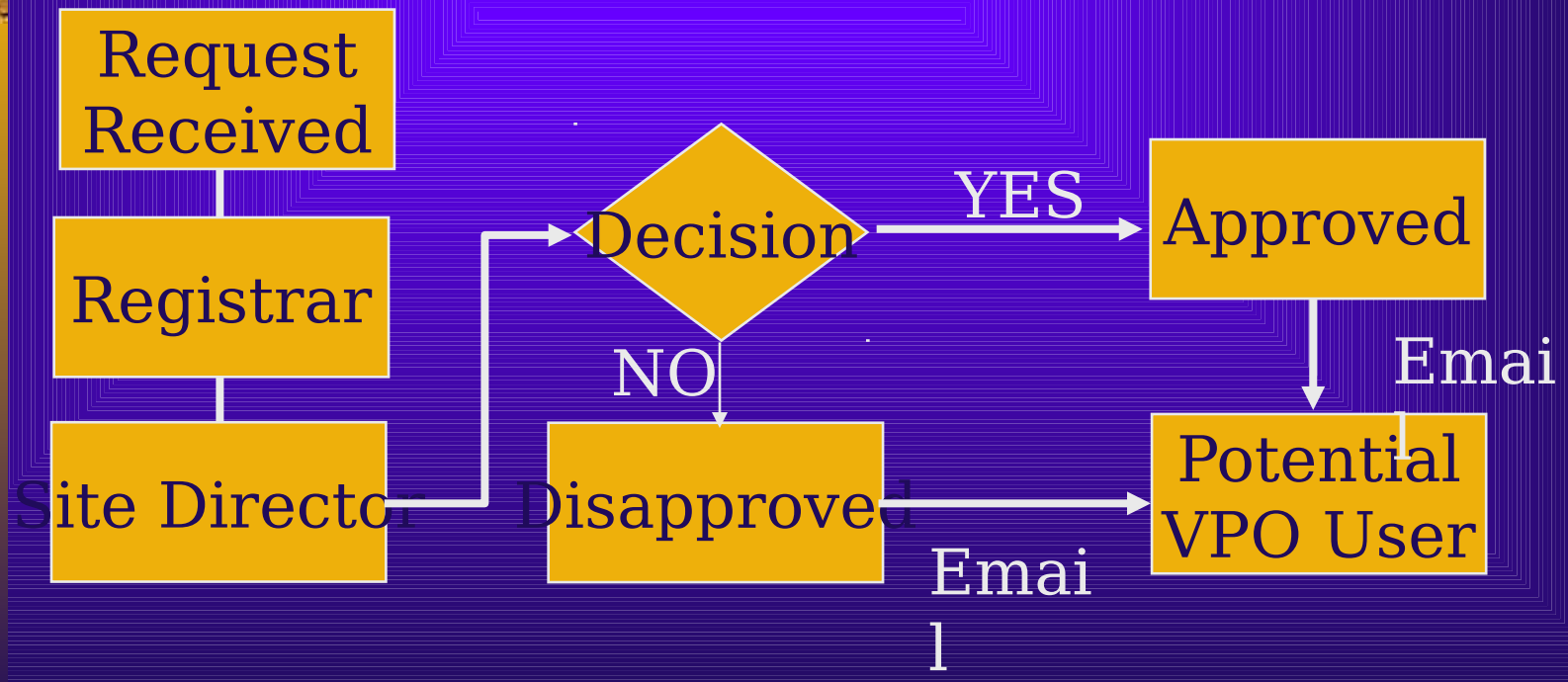
**Who**? • Identity of the person making the request

**Why**? • Does this person have a valid need to kno

**What**? • Level of trust of this person.

# Two-Tiered Registration

Registration approval process is two-tier with approval required by Registrar and Site Director.



# Access Levels

- Registrar/Site Director may approve users for one of four general levels of access:
  - Manager
  - User
  - Limited Access
  - Reader Access

**See Permission Roles**

# Access Definitions

**READ**

- Ability to see (READ) a document that is posted on the VPO site.

**EDIT**

- Ability to see and make changes, modifications or delete a document that is posted on the VPO site.

**See Permission Roles**

# Manager Access

- Managers have the ability to READ any document that is posted to their VPO site.
- Managers have the capability to edit documents posted to their VPO site. This capability is established when the site is constructed.
- Managers may create items freely throughout their VPO site.

**See Permission Roles**

# Who can be a Manager

## Manager Definition (cont'd)

- The role of Manager is really meant to mirror the functional management for the organization.
- May be a Military Officer/Enlisted, Civil Service or Contractor.

**See Permission Roles**

# User Access

- User's may Read any document in the site unless they have been excluded from seeing that item.
- User's can freely author material throughout the site.
- Who can be a User :
  - The role of user is meant for any organization performer;
    - May be a Military Officer/Enlisted, Civil Service or Contractor.

**See Permission Roles**

# Limited Access

- Limited users may see (Read) any document in the site that they have been GRANTED access to see.
- Limited users can freely author material throughout the site.

**See Permission Roles**

# Who can have Limited Access

- The role of limited user is meant for any member who has a more limited to know (Sponsor, customer, contractor)
- May be a Military Officer/Enlisted, Civil Service or Contractor.

**See Permission Roles**

# Reader

- READ only.
- Cannot
  - Edit
  - Post

# VPO Roles Recap

| Roles | Controlled by Registrar | Read | Author | Edit |
|---|---|---|---|---|
| Site Director | Directed by Management | Always | Always | Always |
| Registrar | Directed by Management | Only in Registration | Only in Registration | Only Registration Area |
| Manager | Yes | Always | Always | Site Dependent |
| User | Yes | Unless Excluded | Always | Must be Granted |
| Limited | Yes | Must be Granted | Always | Must be Granted |
| Reader | Yes | Must be Granted | Never | Never |

# Modifying Access

- Registrars are responsible for user access privilege modification
  - **Access can be upgraded**
  - **Access can be downgraded**
  - **Access can be de-activated**
- Access is modified by selecting the user’s registration record reselecting appropriate buttons and submitting the record

# Request for 08 Training Site Access

Submit Cancel

(Items with * are required)

| | |
|---|---|
| Submitted | 03/12/2002 11:39 AM PST |
| Full Name | Marilyne J Ayers |
| Display Name | Marilyne J. Ayers |
| Web Login | ayersm |
| Phone Number | 858-826-2902 |
| Email | ayersma@saic.com |
| US Citizen? | Yes |
| Corporate Relationship | Government |
| Organization | SAIC |
| Who can confirm your need for access? * | Joe Carroll |
| What is his/her phone number? * | 858-826-2980 |
| What is his/her email address? | joseph.d.carroll@saic.com |

Briefly describe your reason for requiring access to this site:*

To have my name on the VPO user's list.

Approved By Marilyne J Ayers On 03/12/2002

**Group(s) To Join:**

☑ Training ☐ Limited ☐ User ☑ Manager

- ◉ **Edit User Groups**
- ○ **Remove from VPO**
- ○ **Remove but keep contact info in phone list**

☑ Allow Limited Users to see this entry in the phone list

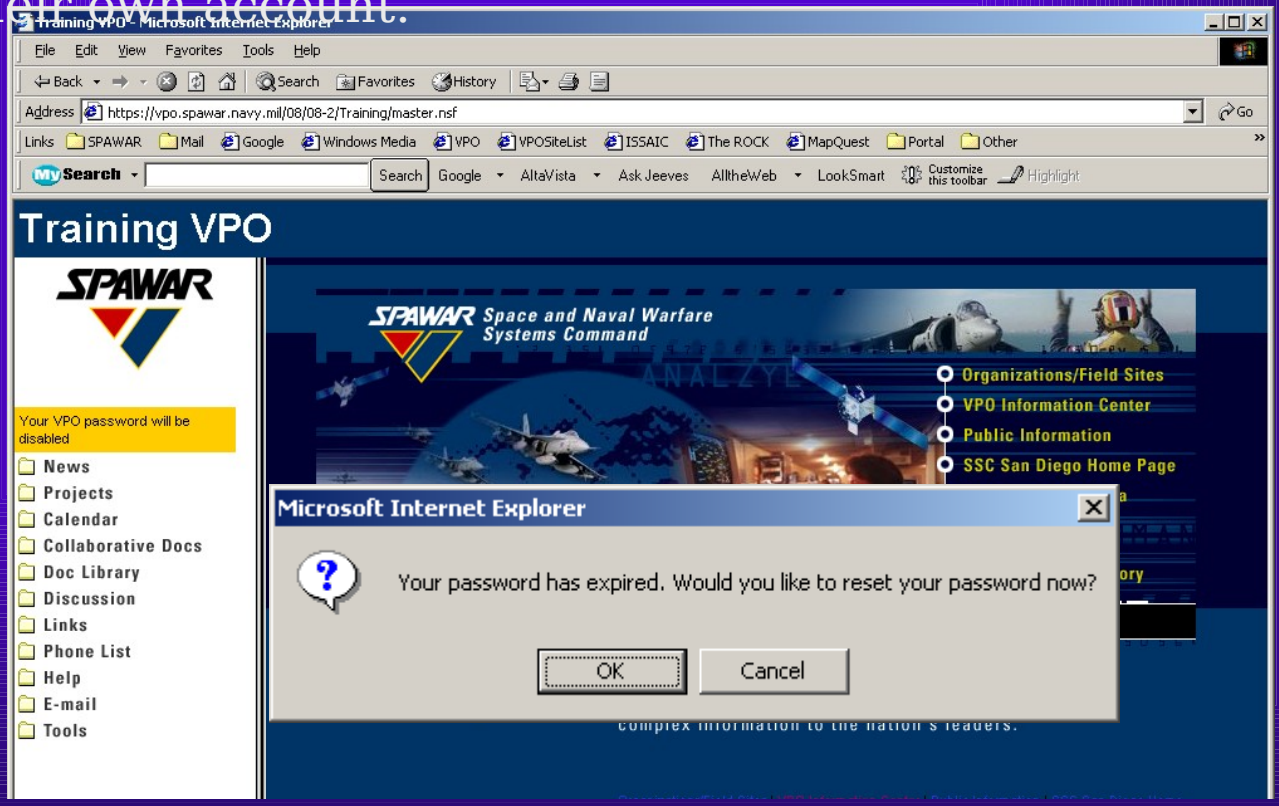
**Registrar Notes:** (will NOT be seen by the user)

# Modifying Access

# Creating Passwords

- **Password Expired** – Users are given opportunity to update their own account.

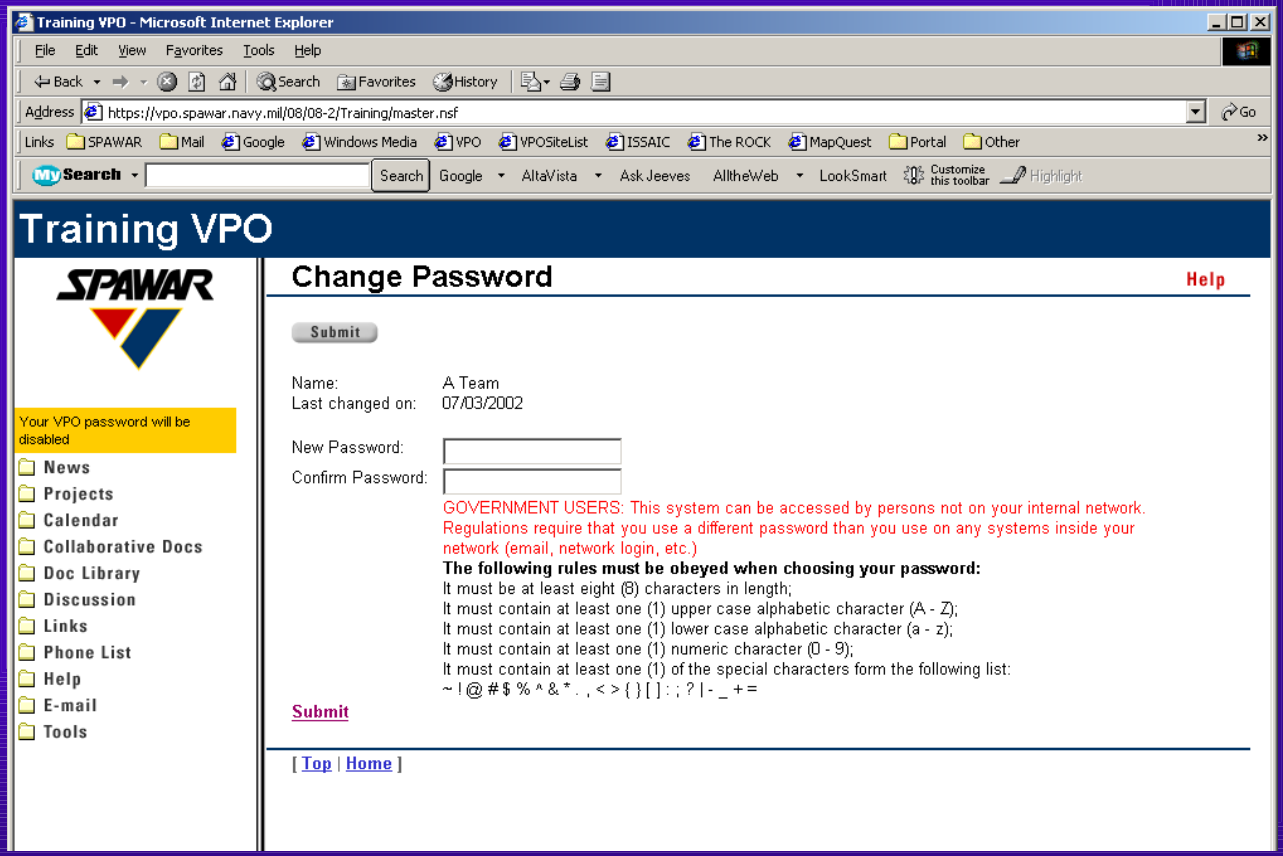
**Registrar issues Temporary Passwords (good for 24Hrs)**




See Password Expired

# Change Passwords

**Change Password** – the system displays the change password form.


Training VPO - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites History
Address https://vpo.spawar.navy.mil/08/08-2/Training/master.nsf
Go
Links SPAWAR Mail Google Windows Media VPO VPOSiteList ISSAIC The ROCK MapQuest Portal Other
MySearch Search Google AltaVista Ask Jeeves AlltheWeb LookSmart Customize this toolbar Highlight
Training VPO
SPAWAR
Your VPO password will be disabled
News
Projects
Calendar
Collaborative Docs
Doc Library
Discussion
Links
Phone List
Help
E-mail
Tools
Change Password
Help
Submit
Name: A Team
Last changed on: 07/03/2002
New Password:
Confirm Password:
GOVERNMENT USERS: This system can be accessed by persons not on your internal network. Regulations require that you use a different password than you use on any systems inside your network (email, network login, etc.)
The following rules must be obeyed when choosing your password:
It must be at least eight (8) characters in length;
It must contain at least one (1) upper case alphabetic character (A - Z);
It must contain at least one (1) lower case alphabetic character (a - z);
It must contain at least one (1) numeric character (0 - 9);
It must contain at least one (1) of the special characters form the following list:
~ ! @ # $ % ^ & * . , < > { } [ ] : ; ? | - _ + =
Submit
[ Top | Home ]

See Password Change

Annual

# VPO Validation

POC: Site Director
Registrar

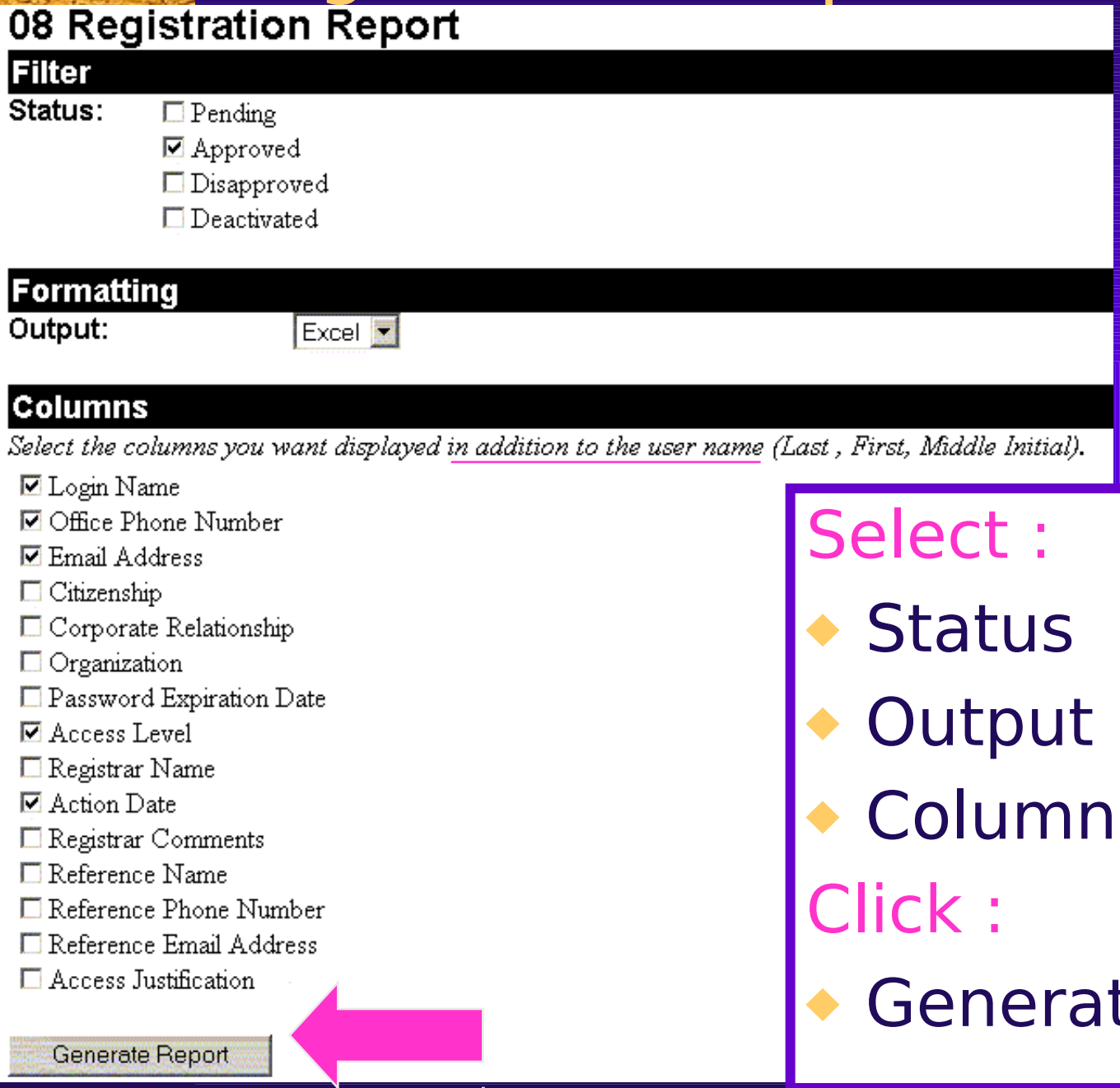
# Registration Report

**List of Your VPO Users**

- By Log in Name
- Email / Phone
- Action Date
- Password Expiration Date

*Makes Validation a Breeze !*

# Registration Report Form




Select :

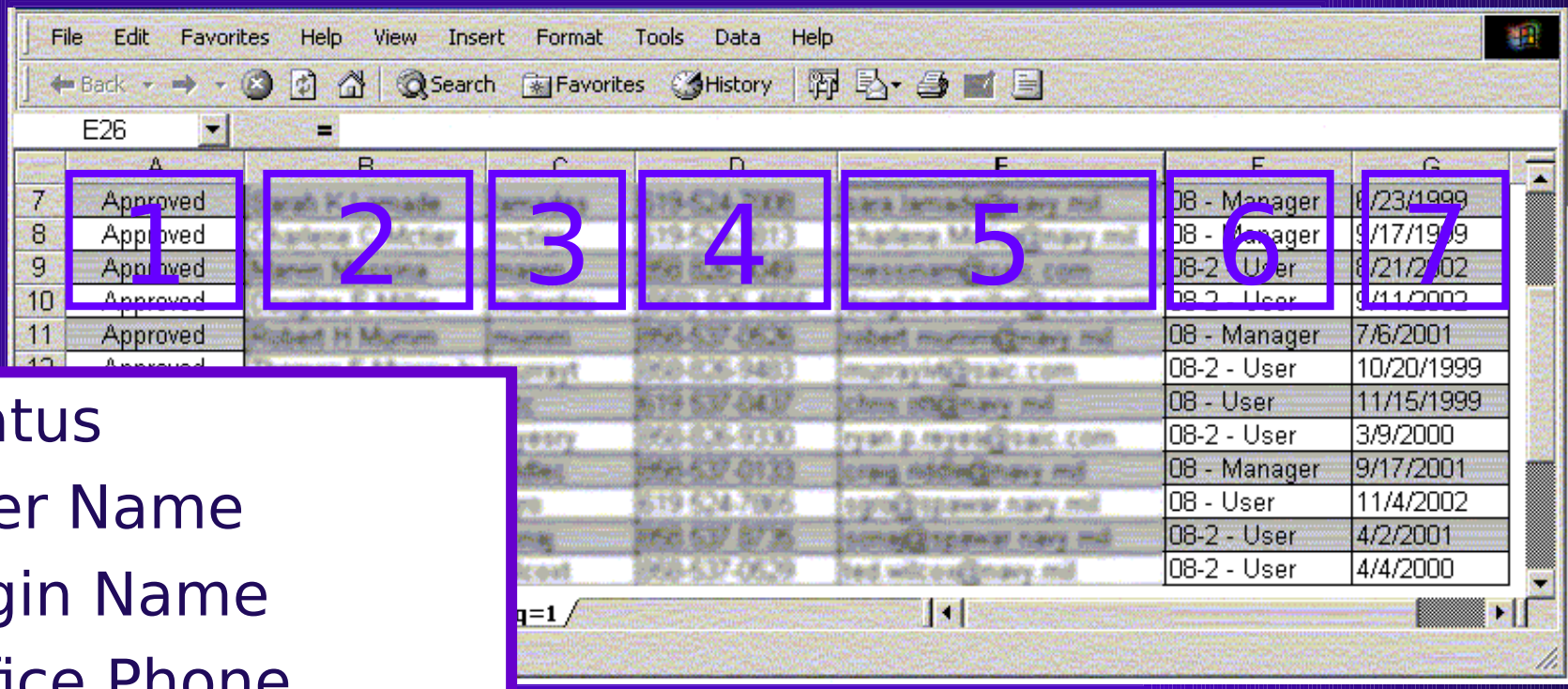
- Status
- Output
- Columns

Click :

- Generate Report

# Excel Registration Report

**Report shows:**




1. Status
2. User Name
3. Login Name
4. Office Phone Number
5. Email Address
6. Access Level
7. Action Date

Quick view in NMCI will have some issues

# Large VPO Site ?

Here are some tools that can help . . .

# Lots of Users

**Consider having more than one:**

- Site Director (Must be Government/Military)
- Registrar

Help share the duties and add coverage for illness or vacations.

Travel is no excuse.

# Tools for Searching

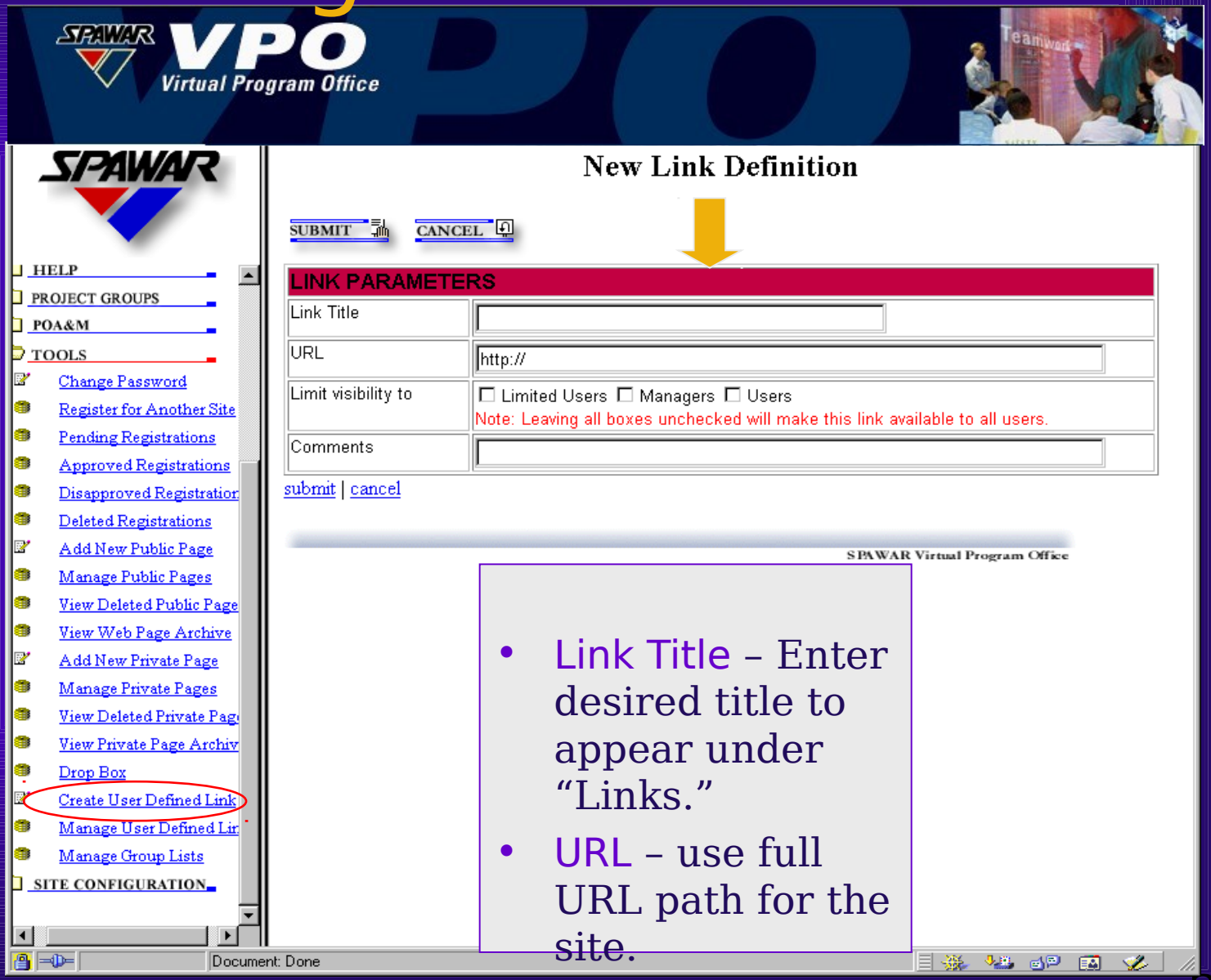
Click the Button "Skip To"

- Pop up window appears.
- Enter the Last Name of user to search.

# Searching Tool

- **RESET** brings you to top of the list.

# Creating Links




- Link Title – Enter desired title to appear under “Links.”
- URL – use full URL path for the site.

# Diagnosing Access Problems

- Experience breaks access problems down generally in these categories :
  - 1 **Lost Passwords 65%**
  - 2 **Wrong User ID's 20%**
  - 3 Bad URL 5%
  - 4 Access Group Problem 5%
  - 5 Multiple Registrations/Other 5%
- Registrars can repair problems 1-4
- Problem #5 must be referred to qualified VPO Administrator

# Access Problem Resolution

- Access problems can be diagnosed and repaired simply when these steps are followed :
  1. Verify that the user is going to the correct URL for your site.
  2. Verify the user is trying to access the site with the correct user identification.

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Note: Domino/Notes will recognize the user id of the user's full name that was used in registration,

for William J Smith

- User id is smithj

# Access Problem Resolution

**If the URL and user id are correct:**

3. Attempt to change password.
   - This can be accessed by the registrar from the VPO site under tools "**Change Password**".
4. If this remedy fails then the registrar should access the user's registration and re-submit the request.
   - Under "**Groups to Join**", make sure that "Edit User Groups" is selected and re-submit.
   - This should insert them again into the access group.

**Note**: This change is not immediate and will take time to index the system, 5 minutes should be allowed.

# Access Problem Resolution

5. If steps 1-4 do not resolve the problem, then they should be referred to the SPAWAR VPO Support:
   VPOsupport@spawar.navy.mil
   **858-537-8735**

   for further action and final resolution.

# Questions ??

VPO Technical Support (NIPRNET/SIPRNET)

Javier Soria

Ryan Reyes

Levi Guevara

Main Email:

VPOsupport@spawar.navy.mil

858-537-8735

# Important Contact info:

For any updates or changes to the site. All request must go through:

Char McTier

619-524-3813

charlene.mctier@navy.mil

Hans Mumm

858-537-0526

robert.mumm@navy.mil